

**HAMILTON COUNTY JOB OPPORTUNITY**

Posting Number: 063R2C

December 7, 2005

**POSITION:** Facilities Construction Coordinator

**DEADLINE TO APPLY:** OPEN UNTIL FILLED

**CLASSIFICATION:** Facilities Construction Coordinator

**DEPARTMENT:** County Facilities

**LOCATION:** Hamilton County Courthouse

1000 Main Street, Room B-95

Cincinnati, Ohio 45202

**WORK HOURS:** 80 hrs. bi-weekly, Mon.-Fri. (7:30 a.m. til 4:30 p.m.)

**FLSA STATUS:** Hourly, FLSA Non-Exempt

**SALARY:** \$16.41 per hour

**Listed below are the MINIMUM QUALIFICATIONS that must be met in order to be considered:**

Associate's Degree in Construction Management, Architecture, Business Administration or related field and one year experience, or equivalent combinations of education and experience which indicates a thorough knowledge of project management and/or construction management practices and a demonstrable ability to apply project management principles to practical work situations.

**Listed below are the PREFERRED QUALIFICATIONS of the department:**

One (1) year Prevailing Wage experience.

**Listed below is a brief summary of the JOB DUTIES:**

Assist Facilities Project Manager with the execution of work within the scope and guidelines of approved contract documents; assists in planning, coordinating, and executing at multiple administrative levels, project documentation and record review; works with Facilities Project Manager, architects and engineers; reviews and researches contract documents; assists in preparing original designs for construction projects and capital improvements; reviews designs submitted by Design Consultants/Partners and makes recommendations for change; assists Project Team in Pre-bid, Award and Job Progress meetings; prepares and submits contracts for approval. Coordinates, plans, schedules and inspects Facilities construction and repair projects in progress; ensures cost effective, efficient, responsive, and quality work; confers with Facilities Project Manager to discuss work projects, priorities, problems encountered, work schedules and other related matters; provides direction and guidance to contractors and/or in-house trades, inspecting projects and identifying problems and recommending corrective action; serves as departmental representative in meetings; reviews work practices and departmental safety procedures with trades; reports and corrects shortcomings. Attends pre-construction meeting with contractors; ensures that the proper documents are given to the contractor and that prevailing wage criteria is met; contacts company representative to clear up discrepancies; verifies wages at job site; inspects progress of projects and provides support to supervisor for capital projects. Coordinates and administers various functions of the constructions/permit office; prepares and administers Escrow agreements, Notice of Commencement Letters, Notice of Furnishings, & responds to General Form Status Inquiries; researches and prepares project and special correspondence. Reviews computerized estimates of partial payments, reviews final-quantities before final payment; finalizes project records. Assists with development of in-house trades budget; maintains supply inventories for trades and ensures purchases adhere to approved budget and constraints; creates computerized spreadsheets. Prepares, maintains and updates various records and reports; searches, retrieves and files documents & record keeping of department personnel; coordinates oversized moves; responds to inquiries and complaints. Conducts and attends meetings, conventions, and training; communicates with contractors, inspectors, etc. Performs other duties as assigned.

**HOW TO APPLY FOR THE POSITION:**

Apply IN PERSON or SEND your resume/application to the following address:

Hamilton County Personnel Department

County Administration Building

138 East Court Street, Room 707

Cincinnati, OH 45202

FAX your resume/application to: (513) 946-4720

E-MAIL your resume/application to: [applyonline@hamilton-co.org](mailto:applyonline@hamilton-co.org)

**NOTE:** Applications for Hamilton County positions are considered public records under Ohio's Public Records Act. As a public record, applications maintained by the County are made available to any person requesting to view them.